

Pacific Christian School

Homestay Coordinator

Job Description

As an extension of the International Department, the Homestay Coordinator will work with homestay families, students, and staff to provide and maintain quality placements for the duration of their programs. Under the direction of the International Coordinator, the Homestay Coordinator will act as a liaison for families and students and foster cross-cultural integration in the home and in our school community.

Required Responsibilities

- Recruit and interview new host families for both long and short-term programs
- Match students with families based on this information
- Ensure CRC checks are complete with office admin for host families and monitor expiry dates
- Ensure preparations are in place and be available for student arrival and departure from the program
- Create and update homestay student profiles and homestay family profiles
- Maintain relationships with current homestay families, including answering all related queries
- Prepare and track safety checklists for each student/host family/student's family
- Carry out home inspections (initial and bi-annual)
- Prepare and maintain files for each homestay with profiles, records, notes, photos, etc for each host
- Facilitate homestay family orientations
- Facilitate homestay orientations for new students
- Update and maintain the PCS Homestay Handbook
- Communicate any new information to the families and students regarding the international education program, for example, special homestay family events, changes of schedule, new student arrival, field trips, etc.
- Complete monthly check-ins with the homestay students on campus
- Regular check-ins with the host families via in-person and Google Form surveys
- Be available for homestay-related emergencies

- Help host families and students navigate any conflicts when they arise and respond and take appropriate action concerning violations of the Homestay Family Contract
- Coordinate requests to change homestays
- Organize homestay appreciation gifts and events
- Other services as required

Competencies Required:

- Ability to develop and maintain positive and supportive relationships with students and host families
- Administrative and organizational skills
- Ability to work independently in flexible work situations with minimal supervision
- Strong interpersonal, oral, and written communication skills
- Demonstrated problem-solving, conflict resolution, and relationship-building skills
- Proficiency in Microsoft Office suite i.e. Excel, Word, PowerPoint, Internet and Email
- Ability to ensure confidentiality and diplomacy at all times with families and students
- Ability to empathize with and provide support to newcomers in the community.

Compensation:

As per SCSBC Guidelines: currently \$25.30/hr

Hours of work:

The applicant can expect to work flexible hours. Certain seasons (Nov-Jan and August-Sept) require timely responses. Certain elements of this position can prove unpredictable with concerns and placement changes, but overall, the position has a steady flow. Weekly meetings at the school will be required to ensure ongoing communication.

Application materials should be sent to Sarah Edgar at sarah.edgar@pacificchristian.ca